

ms 936 506-1614

26 JUL 1956

MEMORANDUM FOR : Deputy Director (Support)

THROUGH : Chief, Management Staff

SUBJECT : Request for Increase in the Office of Training Personnel Ceiling

REFERENCE : Confidential memo to DCI from DD/S, subject, "Comments on Inspector General's Survey of the Junior Officer Training Program," dated 21 March 1956.

1. This memorandum contains recommendations submitted for DD/S approval. Such recommendations are contained in paragraph 9.

2. The decision to increase the recruitment of professional personnel for the Agency as career trainees in the Junior Officer Training Program, and simultaneously to integrate the career development mission of the Junior Career Development Program with the expanded Junior Officer Program, establishes an immediate need for an increase of two positions in the Office of Training table of organization for the Assessment and Evaluation Staff. These increases are justified early in the expansion of this program in order that the Assessment and Evaluation Staff can manage the increased workload of test interpretations, intensive assessments, compilation of data and preparation of test reports.

3. These increases are:

a. One (1) staff employee, Psychological Assistant, identical to position U 1090, GS-13.

b. One (1) clerk-typist, identical to position U 1090, GS-5.

4. The Office of Personnel estimates that from 300 to 400 additional persons will be tested annually for the JOI Program. Of this number, 50 persons employed will be given intensive assessments. The program will remain at this new level for future years. On the professional side, the interpretation of the test scores requires study and professional skill. One professional psychologist can interpret the test data of 400 individuals a year. Assuming the minimum of 300 additional

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to study and interpret the data. According to a previous Management Staff survey, a reasonable load for intensive assessments is two per week per senior psychologist. Assuming 50 additional intensive assessments will be required from the 300 persons tested, one-half a professional man-year is needed for these assessments. Adding this to the three-fourths man-year for the interpretation of test scores brings the professional need, at a minimum, to one and one-fourth persons. A factor which underlines the need for additional personnel is the speed with which the interpretation of test scores of applicants must be done. The load will not be evenly spread throughout the year, but will be concentrated at certain peak points. Other staff psychologists will give assistance during these peak periods but they cannot be diverted from their other responsibilities except for these short periods.

5. On the clerical side, it should be clear that interpretation of test results and more intensive psychological analyses are of little use if they cannot be incorporated promptly in reports or if the data cannot be processed and managed so as to be continuously accessible. It is estimated that the additional clerical requirements will be, at a minimum, one-half of a clerical man-year.

6. The current workload on the Staff will permit it to absorb the new work from this program of one-fourth of a professional man-year, principally during the peak periods as described above. It will not be possible to absorb any of the clerical work since the clerical staff is already overburdened at the present time. Currently, therefore, the need is for two persons.

7. The findings and recommendations of the Inspector General's survey of the JAF dated 2 February 1956 had this to state with regard to an increase in the table of organizations for the Assessment and Evaluation Staff to meet this new workload:

"Recommendation (2.6): That the present I/O of the Assessment and Evaluation Branch of AIR be increased by two professional and one clerical positions to absorb the added workload."

Your comment to the Director of Central Intelligence on that recommendation was as follows:

"Comments: As the program expands, I propose to authorize whatever positions are clearly needed."

The Office of Training believes that the need for this increase of two persons exists now as the impact of additional recruitments will fall on the Assessment and Evaluation Staff within six months.

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8. The Office of Training cannot provide these additional positions by readjustment within its personnel ceiling. The total of two (2) positions: one professional and one clerical, have not been included in the Revised Budget Estimates for FY 1957 and FY 1958.

9. It is requested that you approve:

a. An increase of two (2) in the authorized personnel ceiling of the Office of Training.

b. The establishment of these positions:

(1) One (1) staff employee, Psychological Assistant, an additional identical position to U 1090, GS-13.

(2) One (1) clerk-typist, an additional identical position to U 1098, GS-5.

SIGNED

MATTHEW BAIRD  
Director of Training

CONCURRENCE:

\_\_\_\_\_  
Chief, Management Staff

\_\_\_\_\_  
Date

The recommendations in paragraph 9 are approved:

\_\_\_\_\_  
Deputy Director (Support)

\_\_\_\_\_  
Date

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